

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120154-4

REPORTS INVENTORY

DDS/OL/SD-96

XXXXXXXXXX

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Property In Use Acquisition Difference 4255

2. TYPE
OF
REPORT

X

STATISTICAL

NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

X

PERSONNEL

LOGISTICS

MEDICAL

TRAINING

SECURITY

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Semi-Monthly

6. DISTRIBUTION (No. of components not
number of copies)

2

7. FORMAT (memorandum, form
computer print-out, etc)

Computer Print-Out

8. ADP PROCESSING

X

YES

IF YES GIVE ADP PROCESSING NO.

NO

305

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (include lowest level
contributing information to report)

OCS, OL/SD/FSB, OL/B&F

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR

B. COSTS OF COMPUTER PRODUCED REPORTS

	1 page	.03	.03	24	.72
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TOTAL COSTS PER YEAR

.72

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

See 14

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS

CHANGE

DISCONTINUE

OTHER (explain)

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

STAT

.72

16. DATE OF INVENTORY

5 Oct 70

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

FORM
9-70

142

Classification

(22-36-43)

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